

2 Login CMS Net Web

Introduction to Login CMS Net Web

Logging into the system is the first step to using it. This will be our first exercise in using CMS Net Web.

Objectives

At the completion of this section, you will be able to:

- Login CMS Net Web
- Logout from CMS Net Web

2.1 Step-by-Step Instructions on how to Login CMS Net Web

Notes



1. Open the web browser on your computer desktop by clicking the icon.
2. Enter the CMS Net Web address in the Address line:
 - Training Environment:
<https://cmstrnw.cahwnet.gov/CMSE47/login.jsp>
 - Production Environment
<https://cms.cahwnet.gov/CMSE47/login.jsp>
3. *You may wish to save this URL address into your “Internet Favorites.”*
 - Go to Favorites (on your web browser)
 - Select “Add to Favorites”
 - In the Name text box, specify: Children’s Medical Services – **TRAINING** for
<https://cmstrnw.cahwnet.gov/CMSE47/login.jsp>
 - OR
 - Children’s Medical Services – **PRODUCTION** for
<https://cms.cahwnet.gov/CMSE47/login.jsp>
4. Enter your CMS Net access code on the CMS Net Web Login page. Click the “Submit” button.
5. Confirm that you are logged into CMS Net Web by viewing the “CMS Net Welcome Page”



After five failed login attempts, your access code will be locked. Call the CMS Net Help Desk to reset your access code.



CMS Net Web will time-out if your session is idle for at least 30 minutes.

2.1.1 Logout from CMS Net Web

Notes

Logging out of CMS Net Web ends your CMS Net Web session. The proper way to logout of CMS Net Web is to click the Logout link in the upper right hand corner of your page.

The screenshot displays the CMS Net Web interface. At the top, there is a navigation bar with links for California Home, CDHS Home, CDHS Comments, CDHS Search, and CDHS Organization, along with the date Wednesday, February 25, 2004. Below this is a banner for "Welcome to California" featuring various state symbols. The main heading is "Children's Medical Services" with the tagline "Caring for Children with Special Medical Needs...". A navigation menu includes Authorization, Provider, Formulary, Procedure Code, Administration, and Reports. The current page is "Search - Providers" as of 02/23/2004. A note states "Required fields are marked in *". The "SEARCH PROVIDER" form includes the following fields: Search Category (radio buttons for Hospital / Medical Provider, Special Care Centers, Non PMF Providers, and Dental Provider), Provider Name (text input), Provider ID (text input), Specialty/Allied Health (dropdown menu), Special Care Center Type (dropdown menu), County (dropdown menu), Provider Type (dropdown menu), and Accepting Referrals (checkbox). Search and Clear buttons are located at the bottom of the form.